



Administrative Regulation

Workplace Relationships

Policy #	03-07.11
Effective Date:	March 23, 2021
Revision Date:	N/A
Owner:	Human Resources

Purpose:

To promote a positive work environment that is free of relationships that cause real or perceived conflicts of interest.

Scope:

This policy applies to all City employees, volunteers, and elected officials.

Policy:

We advise our employees to consider any possible conflict of interest before they enter into an emotional and/or physical relationship with a coworker. Employees must inform their direct supervisor when they have enter into an emotional and/or physical relationship with a colleague, and keep discussions of personal issues out of the workplace.

No person in a supervisory position shall have an emotional and/or physical relationship with an employee whom they directly supervise or whose terms or conditions of employment they may influence (examples of terms or conditions of employment include hiring, promoting terminating, disciplining and compensating).

The City also prohibits relationships between persons in inherently unequal positions where one party has real or perceived authority, influence, or power over the other's conditions of employment or has the ability to directly impact the other's career progression, which includes formal and informal supervisory relationships.

Procedure:

1. Disclosure Requirements

- 1.1. All employees engaged in an emotional and/or physical relationship with another City employee are required to immediately notify their direct supervisor.
- 1.2. Any employee who has knowledge of or receives a report that a supervisor is in a consensual relationship with an employee within their chain of supervision shall notify the Human Resources Director.

2. Professionalism in the Workplace

- 2.1. Emotional and/or physical relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, flirting, overt physical displays of affection, and/or using sexual language).
- 2.2. Management personnel are expected to set a high standard of professional conduct both at work and in any work related setting outside of the workplace. For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, unwanted flirting, touching or other behavior that may be regarded as sexual harassment).

3. Remediation

- 3.1. Upon notification, the department and/or Human Resources must ensure that the City manages, decreases, or eliminates any potential risks as a result of the relationship. Actions may include but are not limited to:
 - 3.1.1. Reassignment of one employee.
 - 3.1.2. Recusal of the supervisor or individual in the position of authority, or perceived authority, from all official matters affecting, or appearing to affect, the subordinate.
- 3.2. Should two employees, one of whom is in a position where they exercise direct or indirect supervisory functions over the other, become engaged in an emotional and/or physical relationship, the City and the employee(s) shall work collaboratively to look for a transfer option for one of them.
 - 3.2.1. If the City finds no acceptable solution, one of the two employees must resign within 180 days of being notified by the City.
 - 3.2.2. The City may opt to change the supervisory reporting relationship during the interim 180 day period in order to maintain impartiality.
 - 3.2.3. If no alternative position is available the supervisor may be demoted (if available position exists) or at the discretion of the City Manager, the supervisor shall be terminated.
- 3.3. Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging the workplace relationship.

4. Relationships with Supervisors

- 4.1. Anyone employed in a supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment.

- 4.2. Fraternization is discouraged with any employee who reports to a supervisor or whose terms and conditions of employment such as pay raises, promotions, and advancement are potentially affected by that supervisor.

5. Prior Employee Relationships

- 5.1. To the extent possible, a supervisor who has had a previous emotional and/or physical relationship with a subordinate or employee whose terms and conditions they may influence will not be involved in decisions relating to that individual's promotions, raises, termination or other terms and conditions of employment.

6. Non-retaliation

- 6.1. This regulation prohibits retaliation against individuals who report concerns about consensual relationships or otherwise participate in the process under this policy. Any employee found to have engaged in retaliatory conduct will be subject to discipline, up to and including dismissal.

Definitions

1. “*Employee*” is any employee, elected officials, volunteer, intern, or contractor.
2. “*Fraternization*” is a relationship that falls outside of normal work-related interactions and communications.
3. “*Emotional and/or physical relationship*” is a relationship where both parties are willing participants, including, but not limited to, individuals who are dating, cohabitating, or are domestic partners, or one with whom an employee is sharing or has shared an intimate or sexual relationship, residence, or finances within the preceding twelve (12) months. All of these terms are intended to be interpreted broadly.
4. “*Supervisor*” is anyone who oversees, directs or evaluates the work of others, including, but not limited to directors, managers, supervisors, chiefs, captains, lieutenants, and sergeants.

Resources:

Administrative Regulations:

1. [Conflict of Interest](#)
2. [Nepotism](#)
3. [Respectful Place to Workplace](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	March 23, 2021
Author:	Chaim Hertz, Human Resources Director		
Responsible Party:	Human Resources		
Replaces:	Admin Regulation 03-11.07 Workplace Romance		

PERIODIC REVIEW:

Reviewer:	Chaim Hertz, Director of Human Resources	Date:	September 1, 2021
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			